



Residential and Dining Services

Information and Policies

2018–2019

Hawthorn Suites

Hemlock Suites

Laurel Hall

Lenape Hall

Linden Hall

Sycamore Suites

University Apartments

University Ridge



**EAST
STROUDSBURG
UNIVERSITY**

Residential & Dining Services

Residential and Dining Services

2018-2019 Calendar

FALL SEMESTER 2018:

New Student Check inFriday, August 24, 9 a.m.-5 p.m.
Returning Student Check in..... Saturday, August 25 & Sunday, August 26, 10 a.m.-4 p.m.
Classes Begin.....Monday, August 27, 8 a.m.
Labor Day – no classes Monday, September 3
Family Weekend.....Saturday, September 22
Columbus Day – no classes..... Monday, October 8
HomecomingSaturday, October 6, 2018
Residence Buildings closed for Thanksgiving..... Tuesday, November 20, 10 p.m.
Residence Buildings Reopen.....Sunday, November 25, 12 noon
Classes Resume Monday, November 26, 8 a.m.
15th Week..... December 10–14
Classes End/Residence Buildings Close Friday, December 14, 7 p.m.
Commencement.....Saturday, December 15, 2018

SPRING SEMESTER 2019:

Residence Buildings Open Sunday, January 20, 12 Noon
Classes Begin.....Tuesday, January 22, 8:00 AM
Spring Recess/Buildings closedFriday, March 8, 7:00 p.m.
Residence Buildings Reopen..... Sunday, March 17, 12 Noon
Classes Resume Monday, March 18, 8 a.m.
15th Week..... May 7–10
Classes End/Residence Buildings Close Friday, May 10, 7 p.m.
Commencement..... Saturday, May 11, 2019

Welcome To Living On Campus At ESU

Congratulations! As a member of the residential community at ESU, students identify themselves in many different ways with identity differences that include, but are not limited to, race, ethnicity, sex, gender identity and expression, sexual orientation, national origin, religion, age, physical ability, mental ability, class, cultural history and life experience. As a member of this community you have both rights and responsibilities. This document is provided to give you critical information about your rights and responsibilities as well as what you can expect by way of services and support within the residential program at ESU.

Philosophy of Residence Life

Living and dining on a university campus is considered an integral part of a student's overall college experience. These service areas are developed to meet students' most basic needs for food and shelter. However, our goal at ESU is to assure that our services not only meet our students' basic needs but that they serve to support and enhance our students' developmental and intellectual experiences as they pursue their academic goals.

East Stroudsburg University strives in its mission to assure that each student's experiences at the university foster intellectual, emotional, cultural, ethical, philosophical, social and spiritual growth. This growth is facilitated by formal classroom or curricular learning and through intentionally designed out of the classroom or co-curricular experiences.

The Residential and Dining Services Program strives to provide high quality and affordable services for all ESU students who desire them. The residential arm of the department provides safe, clean and well-maintained facilities that are supervised and managed by highly trained, caring, and service oriented professional and paraprofessional staff. Likewise, the dining services arm strives to offer a broad array of high quality dining options designed to meet the varying dietary, food preference and scheduling needs of ESU's student body. In partnership with ARAMARK dining services, the university provides an equally well-trained and service oriented staff eager to meet students' nutritional interests and needs.

At the heart of Residential and Dining Services is its desire to contribute to the overall student experience through co-curricular educational and involvement opportunities, including: Living Learning Communities (LLCs); on-going educational opportunities through the Residential Curriculum (ResU); leadership and volunteer service activities as well as student employment positions such as: desk receptionists, resident advisor and dining services staff. In combination, these areas contribute to students' personal, social, and academic development while providing avenues for individuals to acquire practical skills and experience that will serve them well beyond their enrollment at the university.

Diversity Statement

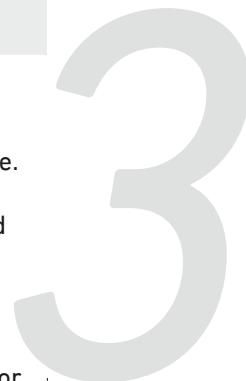
The department celebrates the diversity within our communities. Our residents contribute many differences and distinctions that include, but are not limited to, race, ethnicity, sex, gender identity and expression, sexual orientation, national origin, religion, age, physical ability, mental ability, class, cultural history and life experiences. It is our belief that any willful attempt to repress, undermine, or otherwise damage any person or group constitutes a legitimate threat to the health and welfare of our community.

Residential Curriculum

East Stroudsburg University's Residential and Dining Services Department utilizes a Residential Curriculum (ResU) in our residence halls. The Residential Curriculum is an intentional way of promoting learning in university residence life programs.

Resident Advisors will be conducting Intentional Interactions with each resident every month. Targeted topic points will be used to initiate conversation and assist residents' transition into/through/out of the University.

The Curriculum is designed in three stages: "Moving In" (for freshman). "Moving Through" (for sophomores and juniors) and "Moving On" (for seniors). Each stage focuses on the different needs of the residents.



Housing Agreement

All first year students, except those commuting from their own homes, within 40 miles from campus, are required to reside on-campus and are assigned housing by the university. Upperclass students may continue to reside on campus. In addition, food service contracts are required for students living in traditional residence halls and suites. For students residing in the University Apartments and the University Ridge, the meal plan is optional.

1. The housing agreement is binding for an entire academic year.
2. **The university reserves the right to make room assignments, temporary assignments, consolidations, and reassignments when necessary. (Your contract entitles you to a space on campus, not a particular location)**
3. Students shall comply with the rules and regulations of the university relating to occupancy and use.
4. A student who commits to a housing agreement is not guaranteed a room until a room is assigned by the university.
5.
 - a) The university cannot be held responsible for theft, damages, or other loss from rooms. Any cases of theft or other loss should be reported immediately to the University Police and to a residence hall staff member. Make sure your door is locked anytime you leave the room when your roommate is not present.
 - b) Liability Clause from "Housing Agreement": **The university shall not be liable for the damage to or loss of property of the resident, or injury to the resident occurring in the residence hall or assigned room. It is advised that students secure private insurance coverage under their parent's homeowners policy or purchase their own homeowners or renters' insurance policy to cover their personal belongings. Residents owning sensitive electronic equipment are responsible for purchasing the necessary power surge protection devices.**
6. Request for a change of room or roommate may be initiated by contacting the Resident Director or Graduate Assistant in the respective building. **No room change requests will be considered for at least one week at the beginning of each semester. No room changes will be permitted from suite housing or the University Ridge back to a traditional residence hall.** Under no circumstance may a resident move to another room without prior written authorization from Residential and Dining Services

Residence Hall Professional Staff

The residence halls are staffed by full-time, professional Resident Directors or pre-professional Graduate Assistants. Residence hall staff members are available to students for emergencies 24 hours a day, and reside in a staff apartment in each of the halls.

Resident Advisors (RAs)

RAs are student para-professionals who reside on each floor in the residence halls. A Resident Advisor has six basic functions. They are to serve as a Community Leader, an Administrator of Procedures, a Resource for various campus offices, a first-step Peer Counselor, a Policy enforcer, and a Diversity Advocate. Resident Advisors are "on-duty" and available via the RA Duty Phones:

Monday-Thursday, 7 p.m.-7 a.m.

Friday starting at 7 p.m. through Monday 7 a.m.
(24-hours)

Hawthorn: 570-730-0476, 570-994-9030

Hemlock: 570-730-0475, 570-234-9315

Laurel: 570-730-0473

Lenape: 570-730-3581

Linden: 570-730-0497

Sycamore Suites: 570-730-0462, 570-982-0492

University Apartments: 570-730-6389

University Ridge: 570-872-4056

Desk Receptionists

Desk Receptionists are students responsible for reception, security, and administrative functions for each hall. Desk Receptionists greet and welcome visitors and register visitors, check/swipe IDs, serve as a valuable resource person for campus and provide resident visitor parking permits AFTER 4:00 p.m. midweek and on weekends.

***For more information on becoming
a student employee in
Residential Services,
please visit***

→ www.esu.edu

→ Student Employment @ESU

Residence Hall Governance

Residence Hall Association (RHA)

Each residence hall has a Community Board that functions under the auspices of the Residence Hall Association. The Community Board is a representative body of the students who reside in the residence hall. The Board endeavors to promote a congenial cultural, intellectual, and social life within its respective building by planning various educational, social, and community service programs during the year.

Each Community Board takes an active part in representing the student's point of view in matters concerning the improvement of service, building maintenance, and student life in the residence hall. The establishment of a mature and responsible intellectual environment is the goal of the Board.

A. General Information

1. Important announcements and information will be posted on bulletin boards and the digital TVs. Please contact the Residential and Dining Services staff for the posting policy and approval to post.
2. Students are asked to provide their cell phone numbers an emergency contact name and number when they check in to their assigned residence halls and changes them as appropriate.
3. There are laundry rooms with washers and dryers in each residence hall. University Ridge provides a washer and dryer in each individual apartment. Please adhere to instructions posted on the machines. These machines may be used by resident students only. Violators may be charged with theft of service. The dyeing of articles is not permitted in the washing machines. These machines are not appropriate for laundering rugs or other heavy articles. Please be mindful of machine time so that they are available for others to use.
4. There are computer labs for all resident student use in all residence halls.
5. All halls have public kitchen areas with a stove, refrigerator and sink for residents to use. Microwaves are also available. Full kitchens are provided in the University Apartments and at University Ridge.
6. There is a variety of snack and beverage vending machines in each hall. Purchases may be made using cash, eCard or eDollars. Vending machine refunds may be obtained at the Campus Card Center.
7. Residents are expected to recycle paper, plastic,

aluminum, glass and newspapers in the labeled containers in each residence hall. Only the items listed should be placed in the recycling receptacles. Go Green!

8. Since all university correspondence is sent to the student's ESU e-mail address, students are required to check their ESU e-mail accounts on a daily basis.
9. a) Mail addressed to individual residence halls is delivered Monday through Friday and distributed to assigned mailboxes. Students are expected to check and remove mail from their boxes on a daily basis. Outgoing mail may be deposited in the appropriate location in each residence hall. UPS, DHL, FedEx, and other private carriers also deliver to campus. Residents should notify correspondents of their correct mailbox number and residence hall to facilitate mail delivery. The proper format is:

Student Name
East Stroudsburg University
200 Prospect Street
Building Name, Room Number
East Stroudsburg, PA
18301-4 digit code for residence hall

Hawthorn Suites 18301-2998
Hemlock Suites 18301-2997
Laurel Hall..... 18301-2996
Lenape Hall..... 18301-2995
Linden Hall..... 18301-2994
Sycamore Suites 18301-2606
University Apartments..... 18301-2999
University Ridge..... 18031-7807

- c) Unlike the other ESU residence halls, student mail is delivered directly to student mailboxes by the United States Postal Service (USPS) at **University Ridge** only. Ridge staff does not deliver any mail sent through USPS. Interoffice/ campus mail service is not available at University Ridge. Student mail at the Ridge is delivered once a day Monday through Saturday, but it is not distributed on a regular daily schedule. Mail can be delivered at any time throughout the day. Ridge staff does not have access to student mailboxes. At University Ridge, any packages sent through a private shipping company (UPS, FedEx, DHL) will be delivered and signed for in the community center. Students will be notified via email when they have a package waiting to be picked up. Students must show ID when picking up a package. If a student is receiving a package via USPS, the package will be put in the student's



mailbox. If the package is too large for the student's mailbox, the package will be placed in a large package locker located along the bottom row of student mailboxes. A key will be placed in the student's regular mailbox to access the package locker. If the package is too large for a package locker the package will be delivered and signed for in the office and processed as a package shipped by a private shipping company. One mailbox is shared by all four students living in an apartment. Each student in the apartment will be issued a mailbox key at check-in.

10. a) **Custodians and maintenance** personnel may be on the residence hall floors every day at any hour to perform their tasks. There are also surveillance cameras on some floors. Please dress accordingly.

b) Requests for repair work must be reported to any residence hall staff member who in turn will submit the appropriate work order request. For work requests in Hawthorn, Hemlock, Sycamore, and University Ridge, students are required to submit the request on their own via a work order portal on the internet. A link to the work order portal can be found on the individual building webpages on the ESU website. Instructions on how to create an account on the portal are given to students at check-in. Students can also contact their RA for assistance with creating an account. Account registration may take up to 48 hours to process. When submitting a work order, students should use as much detail as possible in order for the maintenance people to repair the issue properly. By submitting an online work order, students are giving permission for the maintenance staff to enter their space whether the student is present or not. Depending on the issue and its severity, the student(s) may be charged for the damage in their space.

11. Vacation and extended absences:

- a) Students are encouraged to report extended absences/ illnesses to a residence hall staff member.
- b) Each student must do the following before leaving for vacation: unplug electrical equipment; close and lock windows; throw away perishable foods and defrost refrigerators; empty wastebaskets; turn off lights; leave the room neat and clean; and lock doors. (University Apartment, University Ridge and Suite residents have additional responsibilities.) Staff will check to see if all tasks have been completed.
- c) Do not leave valuables in your room over break periods.
- d) Residents must vacate their residence hall

rooms within 24 hours of their last examination for the semester.

e) During the academic year, Break Housing is available for an additional fee (exception: University Ridge). Please indicate your interest in this service at least five business days in advance of the break at the Residential and Dining Services office in Hemlock Suites.

f) Students living at the University Ridge are permitted to stay during break periods.

12. For GPS purposes, the buildings may be found using the following street addresses. East Stroudsburg, PA 18301
Hawthorn: 115 Smith St
Hemlock: 161 Smith St
Laurel: 289 Normal St
Lenape: 151 Smith St
Linden: 1283 Centre St
Sycamore: 304 Normal St
University Apartments: 129 Whitenight Field Drive
University Ridge: 400 E. Brown St.

University Health Services

Walk In medical care is provided at Lehigh Valley Hospital - Pocono. Any ESU student needing basic ambulatory health services may visit the ExpressCARE facility located at 200 East Brown Street in East Stroudsburg (at the corner of Prospect Street and East Brown Street) for any of the following needs:

- Medical evaluation/treatment for illness and minor injuries
- Referrals to health care specialists and ESU support services
- Some diagnostic testing
- Tuberculosis testing
- Physical examinations for employment, drivers licenses and teaching certifications
- Testing, treatment and education for sexual health concerns
- Health education and information about illnesses

Two Organizations - One Mission: Ensuring a Healthy ESU Student.

All students should be sure to take their ESU I.D. with them to register. Once registered at the Express Care location, ESU students will be triaged by a registered nurse who will determine the level of care necessary. Some students may be seen by a Certified Registered Nursing Practitioner (CRNP) or a physician, and when

warranted students will have access to medications for a small fee. The Student Health Services will accept cash or credit cards for payment of any medication or extended service fees, such as lab work or X-rays.

Hours of Operation

ESU students will have dedicated access to care seven days a week at the ExpressCARE located at 200 East Brown Street in East Stroudsburg.

Day	Hours of Operations
Monday through Friday	8 a.m. to 5 p.m.
Saturday and Sunday	12 p.m. to 4 p.m.

ESU students may also be seen at the East Stroudsburg ExpressCARE during the following hours but will be comingled with other patients from the community.

Day	Hours of Operations
Monday through Friday	5 p.m. to 8 p.m.
Saturday and Sunday	8 a.m. to 12 p.m. & 4 p.m. to 8 p.m.

An additional convenience for care that requires immediate attention off hours from those listed above, ESU students may also be seen at any of the other Lehigh Valley Health Network ExpressCARE locations in Monroe County for walk-in care services at no additional cost.

Students who visit an ExpressCARE in Monroe County with a medical concern that needs advanced care/ treatment may be easily transitioned to LVH-Pocono for a seamless range of care if they so choose.

If you have questions about these changes to health services, please contact the Student Health Services staff at (272) 762-4378.

ESU Res Net

(Internet and TV for Residence Halls)

- ESU Computer Department offers basic digital cable TV service and High Speed Internet.
- New all Digital TV lineup- One jack per room, student supplies the TV (must have clear qam tuner) and TV coax cable, Over 80 Digital and HD channels provided.
- Resnet has 3Gbps trunk to the Internet - Wireless and hard wired, best and fastest service is hard wired, See your RD if you need a Ethernet network cable .
- No charge for wired access
- Each student device is given up to 20 Mbps data speed for smooth HD video streaming
- Most wireless devices are supported (wireless routers and extenders are not allowed)
- New 802.11 ac wireless throughout Sycamore Suites (faster and higher capacity)
- New most IoT devices (Echo , Google Home,

Roomba's , etc) are automatically registered and supported

Please Note University Ridge Suites are NOT serviced by RESNET at this time. Any Network or Cable issues at the Ridge, call your service provider PenTelData a (800) 281-3564, press option 2, then press option 3, then press option 1 to reach tech support.

RESNET Accepted Registered Software for Fall 2019

- The Residence Halls are on a separate Network Called the RESNET, please read The Policy on Residence Hall Internet Usage

Operating Systems Info

- We don't support OS older than Windows 7 - all patch levels
- Patch Updates <http://www.microsoft.com/downloads>
- We don't support Mac OS older than 10.6 (Snow Leopard
- Linux

Special notes for wifi use on cellular phones:

Hotspot enabling on cell phones are not allowed / supported iPhone and iPad w/cellular: Turn off WIFI-ASSIST to avoid Cellular data charges. This "feature" is on by default iOS 9.x and above

Android phones: Turn off DOWNLOAD BOOSTER to avoid Cellular data charges. Any file over 30mb will trigger this "feature"

IF you have wifi issues, open a browser on the device and enter my.meraki.com, run speed test. If signal level is below 15db or speed below 5mbs, send test results to helpdesk@live.esu.edu with your contact information. We will be able to assist you with your issue.

Printer support

Wireless printers: wireless printers can be added but we're not responsible for unknown prints, security recommended

To connect your laptop / desktop to the ESUResNet:

Wireless connect to ESUResNet SSID and open a web browser. Try www.msn.com or other web site and you will be automatically directed to our registration portal. Enter your Student login/password and follow prompts to finish. When your device passes the scan testing, wait for 1 minute for your device to get online.

Wired connect ethernet cable to walljack and open a web browser. Try www.msn.com or other web site and you will be automatically directed to our registration portal. Enter your Student login/password and follow prompts to finish. When your device passes the scan testing, wait 1 minute for your device to get online.



Gaming Consoles , Printers , Echo and Echo Dot , Fitbits and TV Streaming devices (Some Older Vizio TV models are not supported via wireless at this time, try updating your TV firmware or please connect to wall with ethernet cable)

Just leave unit powered ON and either plugged into your room ethernet jack or associated to the ESUResNet SSID wireless. Our new Profiler system will auto-register devices in a few minutes. If after restart, you have no internet access BEFORE you email the Help Desk at helpdesk@live.esu.edu, please follow the instructions to obtain your MAC address (example 00:11:22:33:44:55) on your gaming/streaming device from this [LINK](#).

Resnet Supports most Windows AntiVirus software 2010 or newer Resnet Supports most Mac-OS-X AntiVirus software 2010 or newer

Preferred: Malwarebytes Preferred: Avira-Mac-Security

File Sharing

The Supreme Court of the United States considers sharing of material that has a copyright for information which you do not own an illegal activity. This refers to “free” music and movie downloads through peer-2-peer networks. Limewire and Bittorrent are today’s popular programs. Purchase of Limewire software gives ownership of the program, not ownership of any material being downloaded. The recording and movie industry loves to come after college students for copyright violations.

Parking

The parking office is located on the ground floor of Hemlock Suites and is open Monday through Friday 8:00 am to 4:00 pm for your parking and transportation needs. Visit www.esu.about/offices/police/parking for a complete list of parking regulations. All vehicles parked on campus must be registered with the university and display a valid parking permit. The 2018/2019 parking permits were available for purchase on July 1. To register a vehicle, you or a member of your immediate family must own the vehicle registered. If your last name does not match the owner of the vehicle’s last name, proof of relationship may be required, i.e., a notarized letter from the owner of the vehicle. You are not permitted to use your permit on or register a vehicle whose owner/operator is another student, parent or relative of another student. For additional information, please refer to the Parking policy: ESU-AF-2014-002-A

Permit Eligibility/Cost:

- Students housed on main campus who are at least 21 years of age or having completed at least 60 credits are eligible for a Resident parking permit. The cost for a Resident permit

is \$100 for the full year or \$70 for the semester. Permits must be picked up in the parking office.

- Students with a valid Resident permit must park in the following designated resident lots: R26, R27, R30, R32, CR40, and R42.
- Students housed on main campus under the age of 21 with less than 60 credits are not permitted a vehicle on campus midweek. There are exceptions to this restriction. Students who can demonstrate a compelling need or condition involving personal hardship may apply for a Special Permission permit. For details regarding the application process contact Residential and Dining Services at (570) 422-3460 or visit www.esu.edu/students/residence_life. Students may not bring their vehicle to campus until they have been approved for, and have picked up, their Special Permission permit. The cost for a Special Permission permit is \$70 for the semester and students must reapply every semester.
- Students displaying a Special Permission parking permit must park midweek in the Gwendolyn Street R42 lot (using the Marguerite Street C/R40 lot for overflow). From 3:30 pm Friday to 10:00 pm Sunday students displaying a Special Permission permit may also park in commuter Lot C38 behind Kemp Library.
- Special Permission permit holders receiving five or more parking tickets (paid or unpaid) within a semester may have their parking privileges revoked. Those with ten or more may be reported to Student Conduct and Community Standards.
- Students housed on main campus under the age of 21 with less than 60 credits not possessing a Special Permission permit may park a vehicle on campus from 3:30 pm Friday through 10:00 pm Sunday in commuter lots C38 behind Kemp Library or C52 and C53 located by the Fine Arts building providing they first obtain and properly display a no cost Overnight/Weekend permit from the parking office.
- Additionally, any student living at University Ridge is eligible to have a vehicle at University Ridge regardless of age or credit level. The vehicle will be issued a specific parking permit good for only Ridge lots. Vehicles registered at the Ridge may only park in closer campus lots during specific times designated by the ESU parking office. Permits and fees for parking at the Ridge are coordinated by the ESU parking office.

Permit Purchase:

For your convenience, all students eligible for a Resident permit are encouraged to purchase online through the MyESU Portal. If you cannot utilize the portal paperwork may be completed in the parking office authorizing the permit fee to be placed on your student account.

Ticket Fines/Payments

The following are parking fine amounts which are subject to change at any time at the discretion of the University:

- Unauthorized parking in handicapped space: \$100 - \$200
- Fraudulent registration: \$50 + loss of parking privileges
- Parking on grass: \$25 + Damages
- Parking outside designated space: \$25
- Parking against the flow of traffic: \$25
- Parking less than 15 feet from a fire hydrant: \$25
- Parking within 30 feet of a stop sign: \$25
- Parking in a reserved space: \$50
- Misuse of a parking permit: \$50
- Improper display of failure to display a valid parking permit: \$25
- Boot removal: first offense \$50; second offense \$100; third offense \$150; within an academic year (each additional offense after the third is also \$150)
- All other parking violations: \$25
- Moving violations: \$50 - \$200 (ESU citation)

Parking fines may be paid online through the MyESU Portal or at Zimbar Hall by cash, check, and money order or through the mail. Make checks/money orders payable to East Stroudsburg University and mail to ESU Zimbar Hall, 200 Prospect St., East Stroudsburg, PA 18301.

Booting/Towing

The University reserves the right to immobilize (boot) or to remove and impound abandoned vehicles or any vehicle found on campus:

- That have three or more unpaid parking tickets
- With an unauthorized, altered or revoked permit
- Without a license plate
- With an expired license plate/vehicle registration
- Parking in driveways, fire lanes, reserved or service vehicle spaces, and reserved lots
- In repeated violation of parking guidelines
- Blocking a loading dock or trash dumpster
- Parked in an area designated as a construction

zone or in an area which requires emergency repairs

- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment

The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a "show-up" fee or road service fee. Boots will not be removed until all fines/fees owed to the University have been satisfied.

Campus Shuttle

In order to meet student's transportation needs, the University has contracted shuttle service through Easton Coach.

- To use the shuttle, students need only to present a valid ESU eCard/ID
- There are three Warrior Shuttles (red, black and silver) that run throughout the day while classes are in session. There is also a Late Night Shuttle that runs Thurs-Sat 8:00 pm to 2:30 am to provide transportation for dining, health, entertainment, shopping and employment in the Stroudsburg area.
- By utilizing the ESU mobile app (which may be downloaded from Google Play or the iOS App Store), you may track the shuttle locations, arrival/departure times, and each route's respective stops

Public Transportation

The MCTA (Monroe County Transit Authority) Pocono Pony bus services the campus and can be picked up on Normal Street in front of Hemlock Suites.

- The various routes provide transportation services for dining, shopping, employment and health care needs
- Students may purchase an MCTA MoGo card each year at the University Center for \$1
- A valid ESU ID must be presented when purchasing and using the MoGo card
- The student one-way fare of \$1 makes the MCTA Pocono Pony a cost efficient mode of transportation while reducing campus vehicle congestion
- For more information regarding daily/weekly/monthly rates, bus routes and schedules, please visit www.gomcta.com or call (570) 839-6282

Taxi Service – Pocono Cab Co. (570) 424-2800 and WGM Transportation (570) 223-9289



Loading/Unloading

Students needing to temporarily park near their residence hall to load or unload belongings may park in a legal space in any student lot with their vehicle flashers on for a maximum of 20 minutes. When loading, make sure your belongings are completely packed and ready to go before parking the vehicle near your residence hall. The only exception to this regulation is August 24-25 for Move-In Weekend when the maximum time permitted for unloading is 30 minutes for vehicles displaying a Move-In Weekend permit on their dashboard. Vehicle flashers are not required for the 30 minute unloading on Move-In Weekend however campus police and security will be enforcing the maximum 30 minute parking.

Dining Services

Any student living in on-campus in traditional and suite style housing must maintain a resident meal plan. Resident meal plans include: 19 Premium, 15 Premium, 10 Premium and 175 Block. The meal plan can be used at all on-campus dining locations.

- Meal plans offer students meal swipes, dining dollars and guest meals.
- Meal swipes on the Premium plans are designated for each week of the semester running Sunday - Saturday. Meal Swipes may be used at Dansbury Commons to gain access to our all-you-care-to-eat dining room. A meal maybe exchanged outside of Dansbury Commons for a cash equivalency. Each retail location offers a list of items that students may obtain using their meal swipe.
- Each meal plan comes with \$250 Dining Dollars to be used at any on-campus Dining location. Dining Dollars work just like cash, and roll over from semester to semester, but not year to year. Dining Dollars are not E-Dollars. E-Dollars need to be purchased separate from your meal plan. All on-campus dining locations gladly accept E-Dollars.
- Each meal plan also includes 5 guest meals to be used to bring a guest into Dansbury Commons. The meal plan holder needs to first use a meal swipe to be able to use a guest swipe, and guest swipes are only available in Dansbury Commons.

On-campus Dining Locations

- Dansbury Commons is our all-you-care-to-eat facility at the heart of campus. We're making what you want just the way you like it... Home cooked favorites, Pizza, Pasta, Waffles, Sandwiches, Burgers and more! What meal would be complete without dessert? the fresh baked cookies are a crowd pleaser. Accepts: meal swipes, dining dollars, e-dollars, cash, credit

- Dansbury P.O.D.: located in the Dansbury Commons lobby, the P.O.D. Market combines the corner store with the style of a modern market, featuring grab 'n go, snacks and bottled beverages, as well as new hot entrees like wings and mac & cheese. Accepts: meal swipes, dining dollars, e-dollars, cash, credit
- Dansbury Starbucks: located in Lower Dansbury Commons Starbucks Coffee is the world's largest specialty coffee chain, offering more than 30 blends and single-origin coffees as well as bakery goods, sandwiches and merchandise. Accepts: dining dollars, e-dollars, cash, credit
- Center Court is located on the main level of University Center. It's the perfect place to grab breakfast before class, lunch in between, and even dinner after class. Center Court has whatever you're craving! Burger Studio puts you in control of creating your Burger Masterpiece; Topios makes perfect pies to please every pizza lover; please your inner Warrior at Warrior Wraps a Center Court staple or if you want it unwrapped... check out Sandwich Shack; or if you're looking for something a little lighter get a salad at Greens to Go Just looking for something quick? Check out our extensive grab & go options!
- S.T.C. Café: ESU's best kept secret! Located in the Science and Technology Center, STC Cafe features quiet seating, fresh brewed Peet's coffee, hot breakfast sandwiches bagels, and our signature Grab & Go sandwiches, wraps & salads. Looking for a quick and delicious lunch? Try our daily homemade soups.
- Food 4 Thought: Need a caffeine boost? All conveniently located in the Kemp Library. Enjoy a hand crafted espresso beverage, Tazo tea, or blended Frappuccino! You can also choose from a variety of top quality pastries and baked goods. Need a meal or snack on the go? Enjoy homemade soups, Grab & Go sandwiches, wraps, and parfaits, as well as a variety of snacks and bottled beverages for your convenience.
- Warrior Express Food Trailer: located outside the Fine Arts Building. Serving breakfast and lunch
- Feeling under the weather? Wellness Bags are available at the Dansbury P.O.D. Market upon request. Please present your Student ID for pick-up. Our wellness bag includes Instant Soup, Crackers, Bottle of water and a banana.
- If you have any questions regarding your meal plan, dining on-campus or have special dietary needs please contact Dining Services at 570-422-3998

B. Community Living

1. Students are expected to be considerate of the rights of others concerning noise at all times, both within and outside of the residence halls. Students are expected to refrain from any activity that may cause a disturbance to the living community, (ex. playing music loudly, running down the halls, engaging in loud or extended conversation, yelling out of windows or down the hall, playing with any type of sports equipment, etc.). Students are expected to keep their doors closed whenever they are playing music or having louder conversation with others. In order to create an environment that supports academic engagement, this regulation is strictly enforced. Students residing in the suites should be extra mindful of noise.
2. Students are asked to abide by established public areas, such as laundry rooms and hallways, in and around all halls. Students should be aware that disorderly conduct and vandalism are violations of the Student Code of Conduct.
3. Non- ESU guests entering a university residence hall must present a valid photo ID card to the desk receptionist at the front desk. ESU e-cards will be scanned at the front door.
4. Students are responsible for the proper use of residence hall facilities. Damage to student rooms is assessed to the occupants; if they are not responsible for the damage, it is their responsibility to ascertain who committed the damage. Whenever damage occurs in a student's room or to any equipment within the hall, it should be reported immediately to the Resident Director or Graduate Assistant. All computer labs are monitored by surveillance cameras, as are other selected areas within the halls.
5. No pets, except fish, approved emotional support and service animals, are permitted in the residence halls. Requests for exceptions should be addressed through Disability Services/OASIS.
6. Residents are required to carry their keys and ID/e-cards at all times. Keys and ID/e-cards are non-transferable and only may be used by the person to whom they are assigned/issued.
7. a) Windows are not to be used to enter or exit the residence halls.
b) Throwing items out of the residence hall windows is strictly prohibited. Hanging or placing items out of windows is not permitted.
c) Shaking rugs or mops out of windows, in halls, or in stairwells is not permitted. When cleaning your room, do not sweep dirt into the hall. Take all trash to the dumpster or designated trash

rooms.

8. a) Any tampering with emergency alarms or security cameras, and/or overloading or other misuse of elevators is strictly prohibited.
b) Residents will receive an email from "Receiving@esu.edu" when a package is available to pick-up. Please check for the email prior to asking for the package. It is highly encouraged to remove receiving@esu.edu from the clutter folder for efficient notification. If the package fits in the mailbox, it will be placed there. Please check the mailbox prior to asking for the package.
9. a) Bathrooms in traditional halls may be used consistent with the gender with which the individual identifies. (Cis males or individuals identifying as male visiting a female are advised to use a male bathroom.)
b) Showers and bathroom stalls are designed for individual use and are only to be used by one person at a time.
c) Bathroom sinks are not to be used for washing dishes or clothes. Be considerate of other residents when using these facilities.
10. Corridors and stairwells are to be kept clear of obstructing articles. Bicycles may be stored in designated areas. These areas vary from hall to hall; check with the Residence Life staff to find the location in your building.
11. Dollies and bins are available for use during move-in or move-out. In an effort to maximize resident use the dolly/ bins: DOLLIES (if your hall has them) will be available FREE of charge. BINS may be available for a \$5.00 deposit. If the bin is returned within the designated time, the deposit will be returned. For Suite/ Apartment style buildings, the time limit is 40 minutes. For traditional halls, the time limit is 30 minutes. If the bin is not returned within the designated time, the deposit will be kept. Only residents of the building may sign-out a dolly/ bin.

C. Residence Hall Safety

1. East Stroudsburg University has invested in a large number of security cameras on campus. Many of these cameras are located inside the student residence halls. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of violations of law or university policy. There is no audio associated with any camera. Access to these camera recordings is restricted to authorized persons within Residential and Dining Services and the University Police Department.

2. All residence halls are locked 24 hours a day. Residents are issued an ID/e-card that will admit them to their assigned hall. Visitors must contact a resident to escort them while in the hall.
3. A security alarm system is in service on all residence hall exit doors except the main entrances. All exit doors at University Apartments and University Ridge are equipped with prop detectors that will go off if doors are propped open for more than 30 seconds. As soon as the door is closed, the alarm will stop. Details of this system and policy will be given to you by your residence hall staff at the first hall meeting.
4.
 - a) The university reserves the right to inspect rooms at any time to ensure cleanliness and compliance with university health and safety standards.
 - b) Excessive accumulation of items that present a potential fire or health hazard are not permitted. In the event the student allows items to accumulate, the hazard will be removed from the room by university employees at the student's expense.
 - c) Students are not permitted to tamper with or hang items on/from the sprinkler system.
 - d) Random fire safety inspections may be conducted.
 - f) Suite and apartment residents are expected to clean kitchenette/kitchen and bathroom areas regularly.
5. Firearms, ammunition, fireworks, hunting knives, or weapons/guns of any type are not permitted in the residence halls, suites or apartments. This also includes hunting bows and arrows, slingshots, CO2 cartridges, flammable/combustible chemicals, replica weapons, air-soft and paint pellet guns. Firearms and bows may be stored with the University Police.
6. Candles and incense are not permitted in residence halls for any purpose.
7. Halogen lamps are prohibited on campus.
8. Appliances used in the preparation of food must have an enclosed heating element and may not exceed 800 watts. (Examples: hot pots, electric griddles, blenders, small coffee makers, and microwaves.) Any appliances not in accordance with the above description will be confiscated. (Other exceptions may be made for food preparation in the kitchen/kitchenette areas of the University Apartments, University Ridge, and Suites.)
9. No electrical space heaters or heating elements of any type are permitted in student rooms due to fire safety and energy conservation concerns. Air

conditioners are also prohibited, unless approved through Disability Services/ OASIS and installed by university personnel. Electric fans are allowed.

10. Decorating student rooms and hallways is permitted, the following guidelines must be followed.
 - a) Only removable decorations on doors, in rooms, and in hallways are permitted. Excessive decorations, (ex. streamers, signs, etc.), may present a fire hazard and are not allowed.
 - b) Artificial greens and trees may be used in student rooms; however no cut greens or live holiday trees will be permitted in the residence halls.
 - c) Miniature holiday lights may be used in student rooms if they are LED and UL approved.
 - d) All decorations must be removed prior to the closing of the residence halls.
 - e) Any damage caused by the decorations is the responsibility of the resident(s).
11. Students are not permitted to be on any roofs or overhang areas.
12. Students are expected to dispose of trash in the appropriate trash receptacles, recycling bins, and dumpsters.
13. The Residence Life Staff reserves the right to confiscate any illegal or prohibited items found in student rooms.

D. Furnishings and Room Decorations

1. University or residence hall property, such as lounge furniture, may not be moved into student rooms or removed from the residence hall. Possession of such items as unauthorized university furniture, dining hall equipment, road signs, campus information signs, commercial signs or apparatus shall be considered as "prima facie" evidence of theft and treated as such by the university administration, unless the student gives evidence of rightful ownership with a sales receipt.
2. Students are not permitted to remove any university assigned furniture or furnishings from their rooms.
3. For reasons of energy conservation, students are urged to check with their roommate(s) in order to avoid unnecessary duplication of various electronic equipment.
4. Dartboards and darts are not permitted in university residence hall rooms.
5. Hoverboards are not permitted on campus.

6. Students are encouraged to leave command strips on wall when vacating the room at the end of the year.

E. Alcohol, Tobacco and Other Drugs

1. No student or his/her guest may possess illegal drugs, drug paraphernalia, or any alcoholic beverages on university property. The possession of prescription drugs without a prescription is also prohibited. Alcoholic beverage containers including cans, bottles, beer bong, boxes and kegs are not permitted in the residence halls for any purpose. For additional information, please refer to the Student Code of Conduct and ESU's Alcohol Policy: ESU-PO-2011-001-A"001-A.
2. a) Smoking and the use of tobacco products, vapor and e-cigarettes are not permitted anywhere in residence halls, suites, or apartments. Smoking is not permitted within a 25 foot perimeter of a building, building entrance, air intakes and operable windows. Smokers may be asked to relocate to a different approved designated smoking if their smoke migrates out of designated smoking areas. The resident director, resident advisor, building manager or staff member, environmental health & safety manager, or campus police officer and/or any other university faculty or staff member may perform this duty. For additional information, please refer to ESU's Tobacco Policy: ESU-FA-2011-002-A.

b) Possession and/or use of hookahs is not permitted in the residence halls.

F. Solicitation

33. Solicitation in residence halls is not permitted without the written permission of the building director and Director of Residential and Dining Services. This regulation is designed to maintain student privacy and to protect students against fraudulent operations. Recognized student organizations may obtain the proper solicitation form from Residential and Dining Services. The form must be completed with the necessary signatures and returned to Residential and Dining Services for final approval and signature. All residence hall solicitations must be approved at least three days in advance of requested sale dates. For additional information, please refer to the Solicitation Policy: ESU-SA-2010-009-R

G. Visitation Regulations

Residence hall desks are open and operating 24 hours, 7 days a week during each semester, however there are limited hours for visitation.

1. 24 hour visitation is limited to residents of the individual residence hall during the week. Non-residents of a building, ESU students included, may not remain in or visit a hall after weekday visitation hours have ended.
2. Visitation may occur during the following times:

Monday through Friday – 10 AM until 1 AM.

Visitation is extended 24 hours when there are no classes the following day.
3. All non-residents must abide by the hours specified above.

Residence hall visitors must comply with established sign-in procedures. Non-ESU guests must present a valid photo ID to be scanned at the front desk. ESU students must swipe their ID/e-card. All visitors, including ESU students, must be escorted to and from the lobby area and throughout the building. All non-residents of the hall must leave the building at the end of visitation hours. As a non-resident of the hall you are required to stop at the desk and call the person whom you are visiting. Refusal to do so is a violation of University policy and an Incident Report will be generated and submitted to the student conduct officer. Desk staff are NOT permitted to give out room numbers and visitors must be escorted to the student's room by the host.
4. During visitation hours, the university expects roommates to respect each other's individual rights. Complete cooperation in regard to study habits, personal habits and periods of privacy should be taken into consideration. As mature individuals, students should handle problems cooperatively.
5. Excessive visitation (having a guest every hour/ everyday) is not appropriate and may result in visitation privileges being revoked. A student may have overnight guests on weekends only, (excluding summer session). Any guests not registered will be considered trespassers, and University Police may prosecute them as such.
6. Minor Guests, (age 17 and younger) The University welcomes and encourages family visits to our campus. However, with limited exception, students are adults and student housing is not always an appropriate venue for minor children who are not closely supervised by responsible adults. There are established rules intended to assure that minors are allowed into our student housing facilities for limited periods of time, when they are directly supervised and when the person or persons supervising the minor agreed to assume responsibility for the minor.

Minor children are allowed in on-campus housing under the following circumstances only:

- Minors 12 years and younger are not permitted to sign into a University residence hall without a parent/legal guardian present. The parent/legal guardian must accompany, or give permission for the resident student to accompany, the child at all times. Pre-authorization is required for permission to stay overnight. An "Application for Minor Guests in the Residence Halls" must be on file.
- Minors who are between the ages of 13 and 17 years are not authorized visitors and are not permitted to sign into a University residence hall unless the parent or guardian of the minor submits an Application for Minor Guests in the Residence Halls acknowledging that the student resident host will assume responsibility for the minor or that the minor will be accompanied by a parent or guardian.

Once the Application for Minor Guests in the Residence Halls has been received, the desk receptionist will call the contact number to confirm the acknowledgment of the minor checking-in to the residence building.

7. Visitation hours may be canceled when the front desk is not staffed. Announcements will be made and appropriate signs posted.
8. Residents' guests are the responsibility of their host/hostess.
9. Visitors of students living at University Ridge must abide by all of the visitation regulations set forth by ESU. However, at the Ridge only, students are able to have overnight guests at any time (including week nights) with the guest not staying in the apartment for more than 3 consecutive days and nights. After 3 consecutive days and nights in the apartment, the guest must leave and not return to the apartment for at least 4 consecutive days and nights before the guest can visit again. Additionally, all roommates should be in agreement that a guest can stay overnight in the apartment. The host of the visitor(s) will assume full responsibility for the actions of the guest(s).
10. Student housing is not permitted to serve as alternate housing for friends or family of residents.

H. Residence Hall Policy Violations

1. East Stroudsburg University students, whether residing in or visiting any university housing, are subject to the policies in the Residential and

Dining Services Information and Policies Booklet and the university student Code of Conduct.

2. Guests of ESU students are subject to these same policies; it is the responsibility of host students to make their guests aware of any applicable policies. Guests in violation of these policies may be asked to leave campus and, further, may be barred from future visitation to campus. In addition to the policies in this Residence Hall Information and Policies booklet, residents also are held to the specific stipulations of their housing agreements/contracts.

I. Student's Right of Privacy

Summary Statement: University premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. Students have a right to privacy except in extreme emergencies as determined at the sole discretion of the university or under the following conditions:

1. Scheduled Residence Hall Room, and Health & Safety Inspections – There will be room inspections throughout the academic year and prior to the closing of university residence halls and University Apartments for university break periods (Thanksgiving, Intersession, Spring Break). Students residing on campus will be given prior notice and may or may not be present during the inspection. Room inspections for break periods will consist of a visual inspection of the room to ensure that windows are closed, lights are turned off, electrical items are unplugged, perishable foods removed from refrigerator and that garbage cans are emptied. This is to ensure the security and safety of the room and its contents during the break. During these inspections, if evidence of university policy infractions and/ or violations of federal, state or local laws exist, the occupants of the room may be subject to the disciplinary/legal process.
2. Inspections resulting from suspected violations of university rules, policies or regulations or Federal, State and/or local laws – Whenever probable cause leads a representative of the Vice President for Student Affairs, (ex. Director of Residential & Dining Services, Resident Director, Resident Advisor, Graduate Assistant) to believe that an infraction of the university's rules, policies or regulations and/or federal, state, or local laws is occurring in a student's residence hall room, that representative is delegated the authority to conduct an inspection of the student's room after announcing that such an inspection is requested. Should a student deny access, such a denial could result in the issuing of an Administrative Search Authorization, or a criminal search warrant.

University Police will be contacted if a criminal search warrant needs to be obtained. If any contraband is found during an inspection, it shall be confiscated and may be used in a disciplinary proceeding and/or criminal proceeding against the involved student(s).

3. **Administrative Searches – Administrative searches** are those conducted due to probable cause that a university rule or regulation has been violated and that evidence of the violation will be found in a particular place. Authorization is given in writing by the Vice President for Student Affairs (or designee). In extreme emergencies a verbal authorization may be given. Authorizations, which are in the form of an Administrative Search Authorization, shall include the time, date, place, purpose, and scope of the search. The student should be present, if possible, and may have a witness present at the time of the search. Contingent upon the circumstances, administrative searches may take place without anyone being present. At the conclusion of the search the student will be notified in writing by the person authorized to conduct the search, of what was found, and the names and titles of all persons conducting the search. Administrative searches are not done in conjunction with, nor under the direction of, the University Police nor on their behalf. Administrative searches are not generally conducted for the purpose of criminal prosecution; if it is believed that potential criminal violations exist, and that an illegal or dangerous object might be found, the Police will be contacted and a criminal search warrant obtained.
4. **Searches and Entries by University Police –** University Police searches and/or entries to a student's room in order to conduct a police action are normally done by student consent that has been given freely and intelligently. University Police may gain entrance without the prior consent of the student for the following reasons:
 - a) Police reasonably believe that a person within the room is in need of immediate emergency aid due to injury, accident or medical condition.
 - b) Police are in pursuit of a person suspected of committing a felony.
 - c) Police are in possession of a valid arrest warrant and have reason to believe that the person is inside the room.

d) Police action is imperative because there exists a threat of physical harm to police officers or to other individuals.

Keying In Protocol

A master key may be used for student room entry for the following reasons:

- When there is a suspected violation.
 - When there is a health, safety or welfare concern.
 - When prolonged noise or music is coming from a room and there is no response.
 - When a student in the room/suite/apartment has submitted a work order request.
1. When possible, a second staff member will be secured, before entering a room using a master key.
 2. Staff member will knock on the door.
 3. Staff member will announce himself/ herself.
 4. Staff member will knock a second time and announce that if the door is not opened voluntarily he/ she will be keying in.
 5. Staff member will make a visual observation of the room and then follow the already established procedures for policy violations.
 6. Staff member will complete two Residence Hall Room Entry Notification forms and leave one copy in the room.
 7. Staff member will attach the original Residence Hall Room Entry Notification form to the Communication/ Incident Report.

J. Housing Policies

Policy on Housing Consolidation

At any point during the semester, any student who finds him/herself in a double room without a roommate has the following options:

1. Consolidate with another student in the same residence hall who is without a roommate, or voluntarily move to a space in another residence hall.
2. Request that the Resident Director re-assign him/her to a double room with a roommate.
3. Opt to pay the single room rate, if space is available and housing is not overbooked, and remain alone in his/her room for that semester only. This is called a paid single room. (This option is not available to students assigned to a triple room.) You have five business days to opt to pay for a single room once you receive notification from the Housing Office or your Resident Director. If you decide not to secure

the room as a single at that time, you will not be given another opportunity to do so later.

4. Stay in the double room by him/herself without paying the single room rate. This is not a single room. The Housing Office may assign another student to the room at any time during or between semesters. (If you choose option four, a roommate could be assigned to you at any time during the semester. While you are there by yourself, you must occupy only half of the room and leave the other side of the room unused and ready for a roommate who could be assigned there at a moment's notice. Once you have been assigned a roommate, you cannot opt to pay for a single room at that time to prevent a new roommate from moving in.) Abuse of this policy will result in disciplinary action.

*During times when housing is overbooked and during the final four weeks of the semester, the breaking down of temporary housing, assigning of new students, and room changes effective for the following semester will take precedence over this policy.

Policy on Wait List Housing

POLICY: Returning undergraduate students, and all entering undergraduate students are guaranteed housing, space permitting, provided they follow the directions on how to apply and secure housing, make any required deposit(s), and agree to the terms of the contract by established deadlines.

All current ESU students are eligible to participate in room selection to secure a space for the upcoming academic semester/ year. Once room selection is over, all new requests for housing will be subject to a waiting list, and will be housed as space becomes available, and on a first-come, first- served basis.

PROCEDURE: When an on-campus space becomes available, an offer is made to the first person on the waiting list. Students are permitted to request a specific type of housing and a specific roommate, but these requests can only be honored if space permits. Once an offer is made, students are given 48 hours to respond. Students are not permitted to "turn down" offers due to the location or room type that is available at that time. Once a space is turned down or 48 hours has passed, the Housing Office will move to the next person on the waiting list. The Associate Director of Residential and Dining Services is responsible for making the actual room assignments.

Policy on Extended Housing

POLICY: The purpose of this policy is to address the way the university houses first-year students in the event of overflow.

On-campus housing is guaranteed for all entering first-year students, space permitting. When the housing needs of the first-year student class outweigh the number of available spaces, extended housing may be initiated.

PROCEDURE: Extended housing results in a third person being placed in a double room or multiple people being assigned to lounge space on a temporary basis. Students are assigned randomly to extended housing by Residence and Dining Services. Whenever possible, these spaces are spread out among several halls. Temporary extended housing assignments are made until all students are assigned by the Associate Director of Residential and Dining Services.

K. Fire and Safety Information

1. FIRE REGULATIONS

Commonwealth Law requires that evacuation drills be held regularly in university residence halls. Your assistance and cooperation is expected when drills are held. Every student must evacuate the building during the drill. Residents refusing to cooperate with the evacuation regulations are subject to disciplinary action and/or removal from university housing.

2. WHEN THE FIRE ALARM SOUNDS:

- a) Close your windows.
- b) Dress appropriately for weather conditions as you may be outside for an extended period of time. Always wear shoes and take a towel or blanket to wrap around yourself should it be necessary to pass through flames or smoke.
- c) Do not open your room door if it is hot to the touch. If it is hot, chances are the heat in the hallway will be so great that you would suffocate. In this case, you should insulate the door with towels or blankets to make it airtight, open the window and wait for a net or ladder.
- d) At night, turn on the room light so a quick check can be made from outside the building to see that all occupants are awake and the rooms are cleared.
- e) Leave the door to your room closed. Your Resident Advisor will attempt to make a quick check of every room.
- f) Leave by way of the nearest exit. If flames or smoke are in the nearest exit, proceed to the nearest alternate exit.
- g) Do not run or panic!
- h) Move back at least 100 feet from the building to the designated assembly area.
- i) Do not return to the building until you have been instructed to do so.

3. Safety Equipment

Fire safety equipment is essential in case of an emergency; therefore, any tampering with fire hoses, fire extinguishes, smoke and heat detectors, sprinkler systems, or fire alarms is strictly forbidden. Covering smoke detectors and hanging any items from sprinkler heads is strictly prohibited. Violation of this rule may lead to dismissal from the university, severe fines and prosecution under appropriate criminal laws. Setting fires and using explosive devices are also expressly prohibited. Fires have occurred in the past as a result of such carelessness. A fire can be serious - don't gamble with your safety.

4. Accidental Emergency Events

Accidents happen. However, in the event of an accidental fire, flood, or similar situation, the responsible student(s) or any student who has information regarding the incident must cooperate with the residence hall staff and police. Responsible students must inform professional staff of any information regarding any emergency events that was caused accidentally or on purpose. Whether an event is accidental or with intent, if found accountable, the student(s) may be responsible for paying for any or all damages in the building related to the event. This includes but is not limited to: fire, floods (sprinkler, shower, toilet, sink), smoke, infestations, or anything else that could cause property damage.

5. Renters Insurance

It is highly suggested that every student living on campus purchase a renters insurance policy from a third party insurance provider. (ESU does not sell renters insurance policies.) Having renters insurance is the ONLY way students will be able to recover costs from items in their rooms that were damaged or lost due to fire, flood, or theft. In some cases, college residence halls may be covered under parents' or guardians' home owners insurance. There are many different types of renters' insurance coverage. Shop around to make sure you are purchasing the policy that is right for your needs.

6. If You Discover a Fire:

- Set off the nearest fire alarm. This will alert residents to evacuate the building.
- Call the University Police – tel. 911 and report the location of the fire.
- Notify the nearest residence hall staff member who will take charge of the situation until the arrival of the police officers and/or fire department.

7. Safety Tips on Campus

- Keep your room locked at all times when away from the room and while you are sleeping. If you live on the ground floor, keep your windows locked.
- Walk or study with friends. Avoid working, studying, or being alone in buildings, residence

halls, or on the campus grounds.

- Report all suspicious activity to the University Police - tel. # 911.
- Don't shower in a deserted locker room. In residence halls, shower when people are around.
- Don't study alone in remote areas of the library or other isolated places.
- Don't work in empty buildings alone, especially at night.
- Don't leave valuables displayed in your room or in your vehicle.
- Don't prop open outside doors.
- Don't admit any unescorted persons into the residence halls.
- Don't allow strangers into your room.
- Know where the emergency phones are located.
- The LiveSafe Mobile Safety App provides students, faculty and staff with a direct connection to campus safety. Its easy-to-use features help you stay safe every day and enable University Police to better protect you. LiveSafe can be downloaded from iTunes or Google Play app stores and is actively monitored by ESU Police between the hours of 8:00 a.m. and 3:00 a.m. Messages sent other hours will be reviewed the following morning.
- Call the Student Escort Service at (570) 422-3064 between 7:00 pm and 5:00 am—for an escort anywhere on campus.

Approximate Damage & Cleaning Charges It is the responsibility of the student residents to keep their rooms, and the assigned furniture, in the same condition as is noted on the check-in section of their Room Condition Report. Typical charges, with labor included, for damaged or missing items in student rooms or for excessively dirty rooms are listed below:

Excessive trash removal	\$25.00 per hour
Sweeping/cleaning/mopping	\$25.00 per hour
Re-Assembling bed(s)	\$35.00
Painting/repairing walls	\$75.00 per wall
Replacing lost room key	\$60.00
Replacing lost mailbox key (suites)	\$10.00
Replacing desk/kitchen chair	\$135.00-\$150.00
Mattress replacement	\$180.00
Repairing cable box	\$30.00
Replacing light fixture cover	\$40.00
Carpet removal	\$35.00
Repairing broken furniture	\$35.00 per hour + parts
Removing stickers, tape, adhesives	\$25.00 per hour
Unstacking dressers or desks	\$35.00 per hour
Wastebasket replacement	\$20.00-\$35.00
Window replacement	\$150.00

Note: Final billing charges are determined by the residence hall supervisor.

Phone Numbers – (570) 422-

Student Affairs

DR. DOREEN TOBIN , <i>Vice President</i>	3463
Cornelia Sewell-Allen, <i>Dean of Student Life</i>	3798
Allen Williams, <i>Assistant to the Vice President for Student Affairs</i>	2862
Maria Cutsinger, <i>Director, Student Conduct and Investigations</i>	3461
Amy Freeman, <i>Director, University Health & Wellness</i>	3553
Dr. Linda Van Meter, <i>Director, Counseling & Psychological Services</i>	3277
Laura Suits Coordinator, <i>Wellness Education & Prevention</i>	3298
Juanita Jenkins, <i>Director of Multicultural Affairs</i>	3961
Jill Boyle, <i>Disability Services/OASIS</i>	3954
Eugene Kelly, <i>Gender & Sexuality Center</i>	TBA

Residence Life Staff

CURTIS DUGAR , <i>Director of Residential and Dining Services</i>	3732
David Campbell, <i>Associate Director of Residential and Dining Services</i>	3867
Jeff Kirkpatrick, <i>Director of ESU Suites and University Ridge Facilities</i>	2402
Pascual Ortiz, <i>Coordinator of Information Technology</i>	3022
Laurie Klingel, <i>Secretary</i>	3869
Jamie Terpstra, <i>Assistant Director of Operations</i>	2410
Kelly Weaber, <i>Resident Director, Hawthorn Suites</i>	3105
Patrick Monaghan, <i>Resident Director, Hemlock Suites</i>	3592
Rafael Cordero, <i>Graduate Assistant, Laurel Hall</i>	3620
Derek Hess, <i>Resident Director, Lenape Hall</i>	3583
Lyesha Fleming, <i>Resident Director, Linden Hall</i>	3123
Rachel Di Stefano, <i>Resident Director, Sycamore Suites</i>	4015
Dylan Matsago, <i>Graduate Assistant, University Apartments</i>	2200
Luke Ackerman, <i>Resident Director, University Ridge Apartments</i>	2401

Residence Hall Phones:

RA ON DUTY FRONT DESK

Hawthorn Suites	570-730-0476/570-994-9030	3239
Hemlock Suites	570-730-0475/570-234-9315	3591
Laurel	570-730-0473	3238
Lenape	570-730-0426	3581
Linden	570-730-0497	3228
Sycamore Suites	570-730-0462/ 570-982-0492	4016
University Apartments	570-730-6389	2166
University Ridge.....	570-872-4056	2400
University Police		3064
WILLIAM PARISH , <i>Chief of Police</i>		3063
Emergency		911

ESU Directory – (570) 422-

Academic Advising—Undeclared Students	3383	Library	3465
Academic Affairs/Provost	3539	Mailroom	3296
ACADEMIC ENRICHMENT & LEARNING /DAEL	3507	Mathematics	3447
Administration & Finance	3201	Media Communication & Technology	3393
Admission Office	3572	Movement Studies/Exercise Science	3231
Art + Design	3759	MULTICULTURAL AFFAIRS	3897
Arts & Sciences	3494	Nursing	3563
Athletics/Koehler Field House	3642	Off-Campus Housing	3191
Biological Sciences	3725	Payroll	3421
Bookstore/University Store	2665	Philosophy/Religious Studies	3601
Business, Management & Economics	3251	Physics.....	3341
Campus Activities Board	3396	POLICE/EMERGENCY	3063/2000
Campus Card Center/e-card.....	2273	Political Science	3286
CAREER DEVELOPMENT CENTER	3219	President’s Office.....	3546
Chemistry	3703	Professional & Secondary Education.....	3353
Communication Studies.....	3759	Psychology	355
Computer Science.....	3666	Reading	3416
COMPUTING CENTER HELP DESK	3789	RECREATION CENTER	2970
Continuing Education	3871	Recreation & Leisure Services.....	3305
COUNSELING & PSYCHOLOGICAL SERVICES	3277	RESIDENTIAL & DINING SERVICES	3191
Dansbury Commons	3200	Sociology	3453
DISABILITY SERVICES/OASIS	3954	Special Education & Rehabilitation.....	3558
Diversity and Equal Opportunity	3656	Speech Pathology & Audiology	3247
Early Childhood/Elementary Education	3356	Sports Information	3312
Economics	3148	Stony Acres	570-223-8316
Education.....	3363	Stroud Courier	3295
English	3398	Student Affairs	3463
Facilities Management/Maintenance	3223	STUDENT CONDUCT & COMMUNITY STANDARDS ..	3461
Foreign Languages.....	3407	STUDENT ENROLLMENT CENTER	2800
GENDER & SEXUALITY CENTER	TBA	Student Senate	3291
Geography	3285	Theatre Department.....	3694
Graduate School.....	3570	TUTORING CENTER	3515
Greek Life (Sorority & Fraternity).....	3775	University Center (SAA).....	3291
Health Department	3702	Food Court	3338
Health Sciences.....	3425	Information Desk	3464
HEALTH AND WELLNESS	3553	University Relations	3532
History	3286	WESS Radio	3099
Honors Program	3747	Women’s Studies Program.....	3472
Hotel, Restaurant & Tourism	3511	Writing Center	3593
HOUSING OFFICE	3460		
Human Resources Management	3422		
Instructional Resources	3501		
International/Student Exchange Programs	3527		
Learning Center	3507		
LEHIGH VALLEY HOSPITAL,			
<i>Pocono, student Health Services</i>	272-762-4378		

